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DD/S 66-3995

Approved For Release 2003/05/29 : CIA-RDP80B00676R000300080006-7

Executive Registry

66-2433/1

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Inspector General's Survey of Entrance on Duty and Exit Processing

REFERENCE : Memo dtd 31 May 66 to DD/S fr Ex. Dir. -Compt., same subj.

Attached hereto are our responses to the recommendations of the Inspector General in his Report of Survey of Entrance on Duty and Exit Processing. We appreciate the thoughtful, objective, and constructive assistance we have obtained from this survey and I believe our processing procedures have already been significantly improved by the actions we have taken in response.

SIGNED R. L. BANNERMAN

R. L. Bannerman
Deputy Director
for Support

Att

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(EXECUTIVE REGISTRY FILE I. J. [Signature])

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GROUP 1
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INSPECTOR GENERAL SURVEY - EOD AND EXIT PROCESSING

RECOMMENDATION NO. 1:

"a. The Deputy Director for Support designate an EOD coordinator whose duties shall include:

(1) Scheduling the orientation of new professional and clerical employees and monitoring their attendance during the indoctrination phase of their first two weeks in the Agency; and of professional employees during the Intelligence Orientation on Communism courses to conform with Agency training policy outlined in

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(2) Reviewing periodically EOD briefings conducted by the Offices of Personnel, Training, and Security to ensure that the content conforms to Agency training policy, that superfluous material is not included, and that sound instructional techniques are employed.

(3) Reviewing the practice of granting exemptions.

(4) Reporting periodically to the DD/S on compliance of Agency components with the training program.

b. The Deputy Director for Support amend to reflect the procedures recommended above."

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RESPONSE:

Concur. A coordinator has been designated in the Office of Personnel. The Directors of Training and Personnel have been instructed to develop appropriate revisions to the Training Regulations.

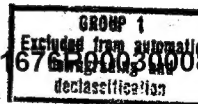
RECOMMENDATION NO. 2:

"The Director of Personnel arrange to have the Monday morning escort for professional EOD's report to the Main Reception Room at 8:30 a.m. to assist the receptionists in greeting and badging the EOD's."

RESPONSE:

Concur. The practice has been adopted.

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RECOMMENDATION NO. 3:

"The Director of Personnel include within the Monday EOD briefing to professional employees a section on 'Helpful Hints on Living in the Washington Area.'"

RESPONSE:

Concur. Action completed.

RECOMMENDATION NO. 4:

"The Director of Personnel or one of his Senior Officers make a brief appearance at the Monday morning briefing to welcome the new employee to the Agency."

RESPONSE:

Concur. A Senior Officer from the Office of Personnel will participate regularly.

RECOMMENDATION NO. 5:

"Every effort be made to conduct the six- to nine-months' interviews of professional employees as outlined above."

RESPONSE:

Concur. We will implement this recommendation as soon as staffing of our Placement Division permits.

RECOMMENDATION NO. 6:

"The Director of Logistics, as soon as other priorities permit, prepare a plan for more efficient arrangement of the space used by the Office of Security in processing new employees, taking into consideration that this is one of the first work and briefing areas visited by the new employee."

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SECRET**RESPONSE:**

Concur. The space arrangement for processing EOD's by the Office of Security leaves much to be desired. No rearrangement of space at present is being studied. The priority of other projects, including the lay-out and design of office space in the Magazine and Ames Buildings, South and Central Buildings, and the reorganization of the Clandestine Services south side of the Headquarters Building, indicates that we should be in a position to study this situation and make recommendations in about six months.

The final resolution of the space arrangement for all EOD processing is directly related to recent decisions to seek a fourth building in Rosslyn and to centralize all EOD processing in the Rosslyn area. Meanwhile, in order to improve the general appearance of the briefing room and afford new employees a favorable impression during their EOD processing, the following interim actions are being initiated:

a. Certain equipment will be removed from the briefing room, thereby increasing the seating capacity of the room and improving its appearance.

b. The Logistics Services Division has been requested to undertake minor renovations including painting it a more attractive color, installing carpeting, adding pictures, and replacing metal armchairs with walnut armchairs.

RECOMMENDATION NO. 7:

"The Deputy Director for Support give consideration to having the talk by a representative of the Office of Medical Services replaced by a brief description of OMS functions during the lecture by the Office of Training on the organization of the Agency, and suggestions on locating a family physician included in the first-day briefing by the Office of Personnel."

RESPONSE:

Nonconcur. We believe that the best interests of the Office of Medical Services and the Deputy Director for Support are served by continuing to have an Agency medical officer participate in these briefings. Other material than the mere organization of the Office of Medical Services is covered in these briefings, and a medical officer is best prepared to respond to any questions

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that a medical briefing elicits. We are now reviewing the substance of the lecture our medical officer presents at these briefings to ensure that it remains current and appropriate. We recommend that an Office of Medical Services medical officer continue to participate in these briefings of new employees.

RECOMMENDATION NO. 8:

"The Director of Personnel instruct the Chief, Placement Division:

- a. To develop a more aggressive and efficient system for acquiring unclassified work for the clerical pool which would include annual notices on the availability of clericals to do unclassified work.**
- b. To devise techniques in addition to unclassified work projects for keeping the clerical employees occupied while they await final clearance."**

RESPONSE:

Concur in principle. We are ready now to implement 8a by circularizing a memorandum to Administrative Officers. We will consult with the Office of Training about a program of films and perhaps other materials to be used in implementing 8b.

RECOMMENDATION NO. 9:

- "a. The Director of Personnel prepare for the Deputy Director for Support and Executive Director-Comptroller a semi-annual review and analysis of attrition personnel in grades 12 and above to identify personnel problem areas; and**
- b. Based on these findings, make recommendations to improve personnel management in identified problem areas with the objective of reducing the rate of attrition of key professional employees."**

RESPONSE:

Concur, but we are not sure that the semi-annual review proposed will contribute any insights over and above the monthly reports. However, we will adopt on an experimental basis. The Chief, Employee Assignment Branch, Placement Division is our action officer for this project.

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RECOMMENDATION NO. 10:

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"a. The Director of Personnel prepare a recommendation for the Executive Director-Comptroller to ensure Agency-wide compliance with [] which specifies that employees be interviewed on retirement plans one and two years before retirement.

b. The Director of Personnel consider the desirability of having employees interviewed by their components five, four, and three years before retirement in addition to the present two- and one-year interviews."

RESPONSE:

a. Concur. We agree that there have been instances where employees have not been interviewed by their components as required by [] We feel that we can ensure Agency-wide compliance by a stricter control by the Office of Personnel and are taking steps to tighten our monitoring of this requirement. A system will be followed that will require the Executive Secretary, Agency Retirement Board, to contact components by memorandum and remind them that prospective retirees must be interviewed at the two-year point. In addition, we are adding a new provision to our present procedure whereby the Executive Secretary will send a formal memorandum to the prospective retiree through his component one year in advance of the retirement date. Acknowledgment of receipt of the memorandum by the individual will be required.

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b. Nonconcur. We do not feel that any change is necessary in the present requirement for the five-year, two-year, and one-year interviews. We are adding a feature that will require the Executive Secretary, Agency Retirement Board, to receive a response to his five-year letter within six months of issuance. With the tightened monitoring of the two- and one-year interviews, noted in (a) above, we feel that the interests of both the employee and the Agency will be properly served.

RECOMMENDATION NO. 11:

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"a. The Director of Personnel study what period of time is adequate notice of retirement by employees who are stationed overseas, and that both [] be amended to reflect any changes that may be considered necessary.

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b. The Director of Personnel initiate a further amendment of [] stressing that it is desirable for Headquarters employees retiring under the Civil Service Retirement System to give 90-days' notice of retirement plans.

c. The Director of Personnel in future Headquarters Employee Bulletins on the Agency and Civil Service Retirement Systems emphasize the need for Headquarters employees to submit their requests for retirement 90 calendar days prior to the desired date of retirement."

RESPONSE:

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a. - b. The problem in delay of settlement of Agency affairs and receipt of retirement annuity does not ordinarily stem from inadequate notice of retirement but rather from the problems associated with the individual's affairs at the time of retirement. With steps being taken to improve the processing in unvouchered cases (reported on page 34 of the survey report) the processing time before receipt of annuity should be improved considerably. As far as advanced notice of retirement, we believe that 90 days would provide adequate notice to the Agency of the employee's intention to retire under either system. An appropriate amendment to [] is being initiated.

c. Concur. Will comply in future issuances of related substance. However, in view of the limited applicability of this problem of advanced notice of retirement, a special Agency-wide Headquarters Employee Bulletin appears to be an expensive way to communicate this requirement. The regulation should be enough but we are planning to bring this requirement to the attention of Agency Personnel Officers and Support Chiefs.

RECOMMENDATION NO. 12:

"The Director of Personnel direct the appropriate operating divisions of the Office of Personnel to prepare and issue the revised separation code."

RESPONSE:

Concur. A revised code has been prepared.

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RECOMMENDATION NO. 13:

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"The Director of Personnel complete coordination of the proposed revision of [] and forward it to the Deputy Director for Support for issuance."

RESPONSE:

Concur. The Regulation is now in the final stages of processing and we expect it will be ready for publication within two or three weeks.

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31 MAY 1966

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Inspector General's Survey of
Entrance on Duty and Exit Processing**

You have received copies of the Inspector General's Survey of Entrance on Duty and Exit Processing. Please furnish me within 60 days a summary of action taken or comments on the recommendations.

/s/ L. K. White

**L. K. White
Executive Director-Comptroller**

O/IG (27 May 1966)
Orig #1 - Addressee
✓ 1 - ER
1 - ExDir
2 - O/IG (1 w/h)

*Orig of the Survey returned
to ID for their files 1/23/68*

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